

Internal/External  
**STATE OF MONTANA JOB VACANCY**

**Department of Corrections/MONTANA STATE PRISON**  
**600 Conley Lake Road**  
**Deer Lodge, MT. 59722**  
***An Equal Opportunity Employer***

***December 10, 2008***

<b>Job Title:</b>	Dentist	<b>Position No.:</b>	39332
<b>Division:</b>	Montana State Prison	<b>Pay Band:</b>	7
<b>Location:</b>	Deer Lodge	<b>Bargaining Unit:</b>	None
<b>Status:</b>	Permanent, Full-Time	<b>Supplement:</b>	Yes, Authorization to Release
<b>Salary:</b>	\$82,500 – \$110,000/ year	<b>Hours:</b>	Day Time

**Application Deadline:** Submit a State of Montana application form to any local Job Service Office or the Personnel Office, Montana State Prison, 600 Conley Lake Road, Deer Lodge, MT. 59722. **Open until filled. Applications will be reviewed weekly and interviews held.** Attach a copy of the required license and a completed reference and criminal background authorization form to application. Application materials are available on the web at [www.mt.gov](http://www.mt.gov).

**Special Information:** Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

**Typical Duties :** This position is responsible to the Montana State Prison/Department of Corrections Dental Director for provision of dental services at Montana State Prison. One of two fulltime dental positions responsible for managing the provision of dental care to approximately 1400 adult male inmates. Provides dental care to inmates to meet national standards and constitutional requirements for adequate dental health. Diagnose and treat diseases, injuries, and malformations of teeth, gums and related oral structures, and provide preventive and corrective services. Administer anesthetics to limit the amount of pain experienced by patients during procedures. Examine teeth, gums, and related tissues, using dental instruments, x-rays, and other diagnostic equipment, to evaluate dental health, diagnose diseases or abnormalities, and plan appropriate treatments. Formulate plan of treatment for patient's teeth and mouth tissue. Advise and instruct patients regarding preventive dental care, the causes and treatment of dental problems, and oral health care services. Design, make, and fit prosthodontic appliances such as space maintainers, bridges, and dentures, or write fabrication instructions or prescriptions for denturists and dental technicians. Fill pulp chamber and canal with endodontic materials. Write prescriptions for antibiotics and other medications. Assists the Dental Director in the overall operation of the dental clinic. Participates with the Dental Director in development and implementation of a quality charting system, accurately documenting all direct care encounter data which accurately identifies each patient encounter by patient complaint, resulting procedure and diagnosis. Maintains confidentiality of records according to prescribed procedures. Assists the Dental Director and Medical Director in the development of written protocols for the identification of the types of dental problems presented by inmates during incarceration, treatment and follow-up care to be provided on-site, and written standards to monitor the adequacy of services provided. Actively participate in Continuous Quality Improvement (CQI) by offering clinical expertise and strategies for improvement. Actively participate in Pharmacy and Therapeutics Committee and Medical Review Panel activities. Provide assistance to Department's legal counsel in any litigation relative to dental care at Montana State Prison. Supports a primary care model which includes preventive health measures and self-care in coordination with the Department's managed care/cost containment objectives. Position acts as preceptor for contract dentists, dental hygienists and dental assistants.

**Qualifications:** Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

**Education and Experience:** Knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to graduation from an accredited school of Dentistry. Current Montana State Dental License is required.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

**Equal Employment Opportunity Employer:** This facility does not discriminate on the basis of disability or other legally prohibited basis. Upon request, reasonable accommodations will be provided to enable an applicant with a disability to apply and interview for a position.

**Immigration and Control Act:** In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Montana Compliance with Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**Application and Selection Process:**

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. **Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. \*\* HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH. \*\***
4. **Copy of Applicable License**

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Compensation:** This position is classified at a band 4 on the State of Montana broadband pay plan. The salary range is \$82,500 – \$110,000/year based upon experience and credentials. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a six-month trial/probationary period.

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**DEPARTMENT OF CORRECTIONS  
REFERENCE AND CRIMINAL BACKGROUND CHECK  
AUTHORIZATION FORM**

**Applicant's Name:** \_\_\_\_\_  
(Please print or type)

**Previous names (i.e. maiden name, previous married names)** \_\_\_\_\_  
\_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**List states where you have resided:** \_\_\_\_\_  
\_\_\_\_\_

**TO WHOM IT MAY CONCERN:** As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?** \_\_\_\_\_

**If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.**

**Jurisdiction:** \_\_\_\_\_

**Date of Conviction:** \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Date:** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_

